



CITY OF SUNNYVALE

650 West Olive Avenue P. O. Box 3707
Sunnyvale, California 94088 -3707
(408) 730-7620

Business License Application

Business Name (Please Print Clearly)			
Corporate Name (If Different)			
Business Location (Not P. O. Box)			
City	State	Zip	
Bus. Phone ()	Bus. Fax ()		
Mailing Address (If Different)			
City	State	Zip	

Start Date in Sunnyvale	Description of Business (Provide detailed description of business activity)
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Sales: ☐ None ☐ Wholesale ☐ Retail ☐ Resale Number _____

Ownership: ☐ Corporation ☐ Ltd Liability Company ☐ Sole Proprietor ☐ Partnership ☐ Trust

Contractors State License No. _____ License Type _____ Expiration Date _____

Federal I. D. No. _____ State I. D. No. _____ Email Address _____

Personal Information - Enter below names of Owners, Partners, or Corporate Officers - Use Additional Sheets as necessary

Owner Name	Title	Phone ()	
Home Address		Cell Phone ()	
City	State	Zip	S. S. No.
Owner Name	Title	Phone ()	
Home Address		Cell Phone ()	
City	State	Zip	S. S. No.

PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN (Review general Business License Tax Summary and enter applicable taxes and fees below.)

Note: Businesses with rental properties need to include number of units and number of employees. Tax shall be based on the greater number of the two.

No. of Rental Units	<input type="text"/>	No. of Employees (including Owner) working in Sunnyvale	<input type="text"/>
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The following types of businesses may require special permits. Please mark any applicable types of use.

- ☐ FIREARM SALES
- ☐ MASSAGE
- ☐ HOLISTIC HEALTH
- ☐ PAWNBROKER
- ☐ SECONDHAND DEALER
- ☐ TATOO PARLOR
- ☐ ADULT ENTERTAINMENT ESTABLISHMENT

Business Tax Inside/Outside City of Sunnyvale	\$
Penalty Fee	\$
Interest Fee	\$
Prior Year(s) Amount Due	\$
Processing Fee	\$
TOTAL AMOUNT DUE	\$

PLEASE MAKE CHECK PAYABLE TO THE CITY OF SUNNYVALE
A \$30.00 fee will be imposed for all returned checks.

I certify that I have read and understand the above. I declare under penalty of perjury that the information given above is true and correct to the best of my knowledge.

Signature

Date

Title

PLEASE COMPLETE THE FOLLOWING INFORMATION

Do you own or rent at this location? ☐ Own ☐ Rent

Mailing Address _____

Web Address _____

If business has a separate STORAGE OR CORPORATION YARD, indicate the location:

Does the business IMPORT OR EXPORT ☐ Yes ☐ No Which Countries? _____

Is Company headquartered in Sunnyvale? ☐ Yes ☐ No If no, where is headquarters _____

CEO/CCO Name _____ Title _____ Phone () _____

Email Address _____

CFO Name _____ Title _____ Phone () _____

Email Address _____

Facilities Manager Name _____ Title _____ Phone () _____

Email Address _____

Human Resource Manager _____ Title _____ Phone () _____

Email Address _____

Alternate Emergency Contact Person _____ Title _____ Phone () _____

Email Address _____ Pager No. _____ Cell Phone () _____

PUBLIC SAFETY BUSINESS LICENSE INFORMATION (Additional permits may be required - contact 408-730-7100)

Alarm System? ☐ Burglar Alarm System ☐ Yes ☐ No Fire Alarm System ☐ Yes ☐ No

Burglar Alarm Company Name _____ Phone () _____

Address _____ License No. _____

Installation Date: _____

Fire Alarm Company Name _____ Phone () _____

Address _____ License No. _____

Installation Date: _____

Are there any HAZARDOUS MATERIALS used, stored, or transported? ☐ Yes ☐ No

(If yes, attach a detailed list of materials or chemicals and quantities)

Will your business have PUBLIC ASSEMBLY over 50 people? ☐ Yes ☐ No (Fire Inspection permit required)

(Restaurant, bar, theatre, bowling, etc.)

Is the business involved in any way with FIREARMS or EXPLOSIVES? ☐ Yes ☐ No

Does the business dispense or sell ALCOHOLIC BEVERAGES? ☐ Yes ☐ No

HOME OCCUPATION

Sunnyvale Home Business ☐ Yes ☐ No If yes, complete questions a-g

a. Will customers be visiting your home? ☐ Yes ☐ No

b. Will there be any deliveries? ☐ Yes ☐ No

c. How many people will be working in your home? _____

d. Where in the home will you be operating your business? _____

e. Total floor area (square feet) of your home. _____

f. Total floor area (square feet) of your home that will be devoted to your business. _____

g. How many vehicles (associated with your business) will visit your home each day? _____

Home Businesses (if applicable): I have read and understand the requirements for home businesses (see applicable provisions of the Sunnyvale Municipal Code).

Note: Payment of a business license tax and issuance of a Business License do not entitle you to conduct any illegal business or operations, or violate any applicable federal, state or local laws or regulations. As the owner or operator of a business, you must comply with all applicable zoning and public safety regulations and obtain all required permits.

EFFECTIVE July 1, 2006

Amount due = Bus Lic.Tax + Processing Fee (\$55 for new applications or \$23 for renewals)

TWO-YEAR BUSINESS LICENSE TAX TABLES (see 2006 & 2007) Below

BUSINESS LOCATED INSIDE OF CITY LIMITS				BUSINESS LOCATED OUTSIDE CITY LIMITS			
Tax table for 2006 (if business start date is before 7/1/06, pay twice the amount)							
No. of Employees (including owner) Or Rental Units	2006 Business License Tax	No. of Employees (including owner) Or Rental Units	2006 Business License Tax	No. of Employees (including owner)	2006 Business License Tax	No. of Employees (including owner)	2006 Business License Tax
0-5	\$5	76-80	\$80	0-5	\$17.50	76-80	\$92.50
6- 10	\$10	81-85	\$85	6- 10	\$22.50	81-85	\$97.50
11-15	\$15	86-90	\$90	11-15	\$27.50	86-90	\$102.50
16-20	\$20	91-95	\$95	16-20	\$32.50	91-95	\$107.50
21-25	\$25	96-100	\$100	21-25	\$37.50	96-100	\$112.50
26-30	\$30	101-105	\$105	26-30	\$42.50	101-105	\$117.50
31-35	\$35	106-110	\$110	31-35	\$47.50	106-110	\$122.50
36-40	\$40	111-115	\$115	36-40	\$52.50	111-115	\$127.50
41-45	\$45	116-120	\$120	41-45	\$57.50	116-120	\$132.50
46-50	\$50	121-125	\$125	46-50	\$62.50	121-125	\$137.50
51-55	\$55	126-130	\$130	51-55	\$67.50	126-130	\$142.50
56-60	\$60	131-135	\$135	56-60	\$72.50	131-135	\$147.50
61 – 65	\$65	136-140	\$140	61- 65	\$77.50	136-140	\$152.50
66-70	\$70	141-145	\$145	66-70	\$82.50	141-145	\$157.50
71-75	\$75	Over 146	\$150	71-75	\$87.50	Over 146	\$162.50

Tax table for 2007

No. Emp/ Rental Units	2007 Bus Lic Tax	No. Emp Or Rental Units	2007 Bus Lic Tax	No. Emp Or Rental Units	2007 Bus Lic Tax	No. Emp Or Rental Units	2007 Bus Lic Tax	No. Emp	2007 Bus Lic Tax	No. Emp	2007 Bus Lic Tax	No. Emp	2007 Bus Lic Tax
0-1	\$20	136-140	\$700	276-280	\$1,400	416-420	\$2,100	551-555	\$2,775	691-695	\$3,475	831-835	\$4,175
2-5	\$30	141-145	\$725	281-285	\$1,425	421-425	\$2,125	556-560	\$2,800	696-700	\$3,500	836-840	\$4,200
6-10	\$50	146-150	\$750	286-290	\$1,450	426-430	\$2,150	561-565	\$2,825	701-705	\$3,525	841-845	\$4,225
11-15	\$75	151-155	\$775	291-295	\$1,475	431-435	\$2,175	566-570	\$2,850	706-710	\$3,550	846-850	\$4,250
16-20	\$100	156-160	\$800	296-300	\$1,500	436-440	\$2,200	571-575	\$2,875	711-715	\$3,575	851-855	\$4,275
21-25	\$125	161-165	\$825	301-305	\$1,525	441-445	\$2,225	576-580	\$2,900	716-720	\$3,600	856-860	\$4,300
26-30	\$150	166-170	\$850	306-310	\$1,550	446-450	\$2,250	581-585	\$2,925	721-725	\$3,625	861-865	\$4,325
31-35	\$175	171-175	\$875	311-315	\$1,575	451-455	\$2,275	586-590	\$2,950	726-730	\$3,650	866-870	\$4,350
36-40	\$200	176-180	\$900	316-320	\$1,600	456-460	\$2,300	591-595	\$2,975	731-735	\$3,675	871-875	\$4,375
41-45	\$225	181-185	\$925	321-325	\$1,625	461-465	\$2,325	596-600	\$3,000	736-740	\$3,700	876-880	\$4,400
46-50	\$250	186-190	\$950	326-330	\$1,650	466-470	\$2,350	601-605	\$3,025	741-745	\$3,725	881-885	\$4,425
51-55	\$275	191-195	\$975	331-335	\$1,675	471-475	\$2,375	606-610	\$3,050	746-750	\$3,750	886-890	\$4,450
56-60	\$300	196-200	\$1,000	336-340	\$1,700	476-480	\$2,400	611-615	\$3,075	751-755	\$3,775	891-895	\$4,475
61 – 65	\$325	201-205	\$1,025	341-345	\$1,725	481-485	\$2,425	616-620	\$3,100	756-760	\$3,800	896-900	\$4,500
66-70	\$350	206-210	\$1,050	346-350	\$1,750	486-490	\$2,450	621-625	\$3,125	761-765	\$3,825	901-905	\$4,525
71-75	\$375	211-215	\$1,075	351-355	\$1,775	491-495	\$2,475	626-630	\$3,150	766-770	\$3,850	906-910	\$4,550
76-80	\$400	216-220	\$1,100	356-360	\$1,800	496-Rental Units Cap	\$2,500	631-635	\$3,175	771-775	\$3,875	911-915	\$4,575
81-85	\$425	221-225	\$1,125	361-365	\$1,825	501-505	\$2,525	636-640	\$3,200	776-780	\$3,900	916-920	\$4,600
86-90	\$450	226-230	\$1,150	366-370	\$1,850	506-510	\$2,550	641-645	\$3,225	781-785	\$3,925	921-925	\$4,625
91-95	\$475	231-235	\$1,175	371-375	\$1,875	511-515	\$2,575	646-650	\$3,250	786-790	\$3,950	926-930	\$4,650
96-100	\$500	236-240	\$1,200	376-380	\$1,900	516-520	\$2,600	651-655	\$3,275	791-795	\$3,975	931-935	\$4,675
101-105	\$525	241-245	\$1,225	381-385	\$1,925	521-525	\$2,625	656-660	\$3,300	796-800	\$4,000	936- Employee Cap	\$4,700
106-110	\$550	246-250	\$1,250	386-390	\$1,950	526-530	\$2,650	661-665	\$3,325	801-805	\$4,025		
111-115	\$575	251-255	\$1,275	391-395	\$1,975	531-535	\$2,675	666-670	\$3,350	806-810	\$4,050		
116-120	\$600	256-260	\$1,300	396-400	\$2,000	536-540	\$2,700	671-675	\$3,375	811-815	\$4,075		
121-125	\$625	261-265	\$1,325	401-405	\$2,025	541-545	\$2,725	676-680	\$3,400	816-820	\$4,100		
126-130	\$650	266-270	\$1,350	406-410	\$2,050	546-550	\$2,750	681-685	\$3,425	821-825	\$4,125		
131-135	\$675	271-275	\$1,375	411-415	\$2,075			686-690	\$3,450	826-830	\$4,150		

General Business License Information

The City of Sunnyvale requires payment of the Business License Tax to operate any business in the City. At the time the Business License application is completed and the required tax and fees paid, you will receive a receipt. The Business License will be mailed to you after all appropriate City Departments have reviewed the application. You should not operate the business until all City requirements are met.

Depending on the type of business which you propose to operate, where it will be operated, and whether you plan alterations to the building or property, other permits and fees may be required. To ensure that you meet all requirements, you should check if the following applies to you by contacting the One Stop Permit Center or by calling the number listed below.

1. Confirm the zoning of the property where you plan to operate the business and whether the use is allowed by right or requires a Use Permit in the zone (730-7444, Planning Division).
2. Determine whether any Building, Grading, Demolition, Plumbing, Mechanical, Electrical, Occupancy, or Sign Permits/Inspections are required (730-7444, Building Division).
3. Obtain information on home occupations, parking requirements, setback requirements, sign requirements, design/architectural guidelines, land divisions, and possible City fees (730-7444, Planning Division).
4. Check with Public Safety Department, Fire Prevention Division, as to whether you meet Fire Prevention Codes (730-7444, Fire Prevention Division).

LATE PAYMENT - PENALTY - For failure to pay a license tax when due, the collector shall add to the amount due a penalty of ten percent of the amount of the license tax on the last day of each month after the due date thereof until paid, provided the amount of such penalty to be added shall in no event exceed one hundred percent of the amount of the license tax due. (SMC, Section 5.04.280).

INTEREST - In addition to the penalties imposed, any person who fails to pay any tax imposed by this chapter, shall pay interest at the rate of one percent per month, or fraction thereof, on the amount of the tax, exclusive of penalties, from the date on which the tax first became delinquent until paid. (SMC Section 5.04.300).

FOOD OR BEVERAGE SERVICES – If you intend to serve food or beverage, contact the Santa Clara County Health Department.

STATEMENT OF FICTITIOUS BUSINESS NAME - When a business goes by any name other than the owner's real name, the business is being operated under a "fictitious name" (also known as "DBA - doing business as"). To obtain information on registering a fictitious business name, contact the County Clerk's Office, 70 W. Hedding Street, San Jose, CA.

RESALE NUMBERS - Every person engaged in the business of selling tangible personal property must apply to the State Board of Equalization.

CHANGE OF STATUS - To change any information on a business license, a Change of Status form must be completed (cost is \$2.50) and returned with payment to the One Stop Permit Center at City Hall, or the Finance Department located at 650 W. Olive Avenue, Sunnyvale.